

CONFERENCE INFORMATION REPORT
FEDERAL RULE OF CIVIL PROCEDURE 16

CIVIL ACTION NO. _____

JURY TRIAL _____ NON-JURY TRIAL _____ ARBITRATION _____

SERVICE OF PROCESS MADE: _____

CAPTION: _____

TRIAL COUNSEL: _____

REPRESENTING: _____

LAW FIRM _____

ADDRESS _____

TELEPHONE _____

DISCOVERY: COMPLETED _____
Yes No

IF NOT, WHEN? _____
Date

SETTLEMENT: _____

CONFERENCE BEFORE MAGISTRATE JUDGE REQUESTED _____
Yes No

MEDIATION UNDER LOCAL CIVIL RULE 53.3 AND
MEDIATION PROTOCOL REQUESTED _____
Yes No

IF YES TO SETTLEMENT CONFERENCE OR MEDIATION, AFTER WHAT DATE? _____
Date

READY FOR TRIAL _____
Date

TIME TO PRESENT FOR YOUR CASE _____
TIME FOR ENTIRE TRIAL _____

SPECIAL COMMENTS _____

DATE _____

SIGNATURE OF COUNSEL

TYPED OR PRINTED NAME

This form should be faxed to Chambers at 215-580-2141 or Hand Delivered to Chambers, Room 12613, United States Courthouse, Philadelphia, Pennsylvania, at least two (2) days before the scheduled Preliminary Pretrial Conference.